Exhibitor Service Manual

Part 1

General Information & Rules

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1. General Information

Welcome to participate in Display Taiwan 2013. It will be held in conjunction with Photonics Festival in Taiwan 2013 (OPTO Taiwan, LED Lighting Taiwan, Solar Taiwan, Optocomm Taiwan, OPTICS Taiwan, Plant Factory Taiwan, Taiwan Academic Research Expo) from June 18~20, 2013. This Exhibitor Service Manual is to provide information you need for a successful exhibition. Please take time to read the contents and return the service forms by their required deadlines.

Exhibit Dates and Hours

Exhibit Dates	Exhibitors Admission Time	Exhibit Hours
June 18 (Tue.)	08:00	10:00 ~ 17:30
June 19 (Wed.)	09:00	10:00 ~ 17:30
June 20 (Thu.)	09:00	10:00 ~ 17:30

Exhibition Location

Taipei World Trade Center Nangang Exhibition Hall

Address: No.1, Jingmao 2nd Rd., Nangang District, Taipei City 11568, Taiwan

Admission

The exhibition only opens to visitors over 15 years old

Number of Visitors

Over 31,000 (estimated)

Related Events

Opening Ceremony, Outstanding Photonics Awards, Welcome Reception, Market Trend Seminars, Technology Trend Conference, Exhibitors' Seminars

Organizer

PIDA: Photonics Industry and Technology Development Association

SEMI: Semiconductor Equipment and Materials International

TAITRA: Taiwan External Trade Development Council

TCA: Taipei Computer Association

Contact: Ms. Scarlett Wu, E-mail : scarlett@mail.pida.org.tw

Tel : 886-2-23514026 ext.853, Fax : 886-2-23968513

Show Website: www.displaytaiwan.com

2. Booth Classification

■ Booth Space Fee

Booth Classification	Unit Price	Size
Package Booth	USD2,800	3M x 3M
Raw Space	USD2,500	

■ Payment

The fee is payable in US dollars by bank transfer.	
Bank	Mega International Commercial Bank Co., Ltd., South Taipei Branch (SWIFT: ICBCTWTP 030)
Name	Photonics Industry & Technology Development Association
Account No	030-10-04993-7

■ Raw Space

The fee is for space only. The space is provided without partition, carpeting and any other facilities, etc. Exhibitors should appoint contractor to set up booth by themselves at their own expense. In this case, exhibitors are required to fill out form 8 before deadline.

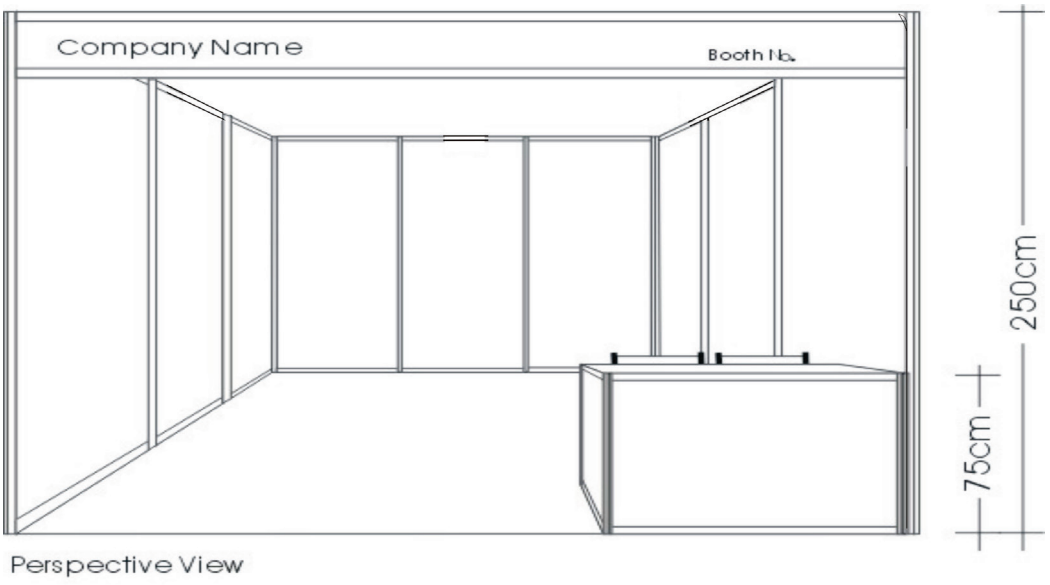
■ Package Booth

Standard Shell Scheme Booth is provided as a Package Booth with followings: booth space, white partitions on 3 sides (2.5m high), carpeting, fascia board, 3 spotlights (100w), 2 folding Chairs, 1 information counter, 1 wastepaper basket, 1 power socket. (Please see Part 3)

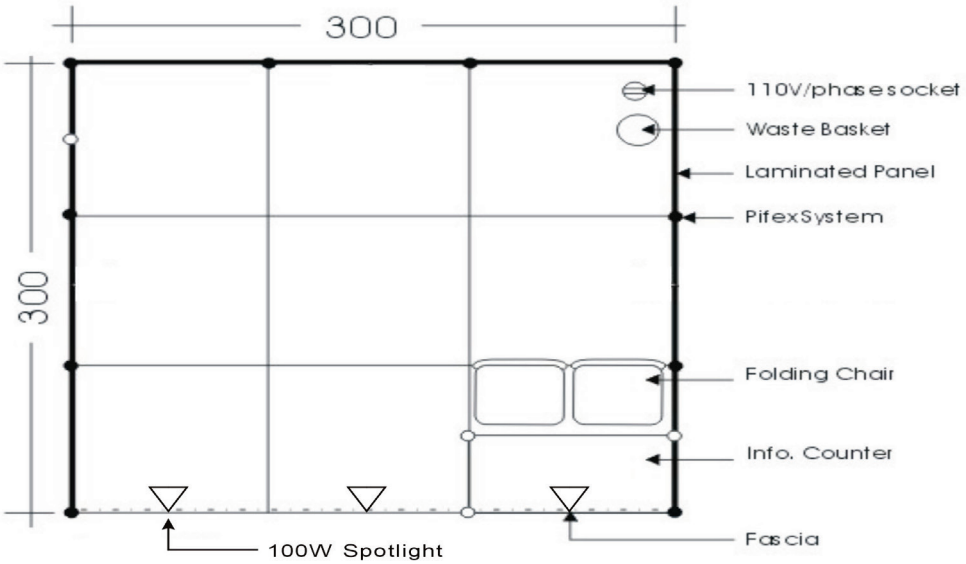
■ Second-Story Booth

Second-story booth application is only workable for exhibitors who order 4 or over 4 booths. Maximum 70% of the ground booths' area is acceptable for the second-story booth's construction. Application and related documents are required by the exhibition hall owner to check and approve for the construction at least one month prior to the exhibition. Extra fee for this application will be charged accordingly by exhibition hall owner too. (Please see Part 2)

■ Shell Scheme Package Booth (300x300cm)



Perspective View



Note:

1. Do not place screw or nail system.
2. When using tape or stickers on system, please remove all remains.
3. If color is needed for the system wall, please inform our contacts beforehand.

3. Promotion & Publicity

How do we bring visitors to the exhibition?

- **Publicity and advertising activities conducted by organizers:**

  Promotion advertising on global photonics related magazines and WebPages.

  Promotion activity using by the network among the domestic and overseas organizations.

  Mail invitation cards to related organizations and persons.

  Information on the exhibits will be publicized to mass media.

  Provide information to the supporting members by using daily e-news, monthly e-newsletter, bimonthly and quarterly magazines.

  Promotion activity in Taiwan and abroad through organizers website and e-DM circulation.

- **Publicity and promotion to be conducted by the exhibitors:**

  Invitation cards will be issued free of charge for exhibitors to invite clients and customers.

  PIDA provides the linkage service on its Homepage announcement to the exhibitors.

  Promote outstanding optoelectronic products for Taiwan.

- **Press conferences held by the organizers.**

4. Free Online Promotion Services for the Official Website

1. The official website of Display Taiwan 2013 provides you the most complete and effective online promotion platforms:

In order to enhance the interaction of exhibitors and buyers, the Taiwan External Trade Development Council (TAITRA) has constructed official website of Display Taiwan 2013. Exhibitors can display product catalogs and publish show-related news on the respective website to gain extensive product exposure. Therefore, buyers can search for their interested products anytime before, during or after the show (24 hours a day, 365 days a year). So, we encourage you to get the most out of our online promotion services offered by the official websites to maximize the effectiveness of your participation of the show.

2. Free Online Promotion Services:

(1) Who qualifies?

Exhibitors of Display Taiwan 2013.

(2) What are the Free Online Promotion Services?

a. Up to 5 product catalogs uploading→Product catalogs will be shown at random on the official website. (as pictured on the right)

b. Show-related news publishing→Exhibitor's show-related news will be shown in the section of "Exhibitors' News" on the official website.

c. Functions of My Display Taiwan which includes hotel reservation, message folders, and other show-related services.

(3)How to use the Free Online Promotion Services?

a. Please go to the official websites of Display Taiwan 2013: http://www.displaytaiwan.com

b. Step 1: Click "Exhibitor" → "My Display Taiwan Login"

Step 2: Activate your account ID and password and login. (If you need any assistance to confirm your account ID and password, please contact Mr. Nova Hsu, whose contact info is listed at the bottom of this instruction page.)

Step 3: After you login, select the function of "Product Catalogue" to display your product catalog, or select the function of "Exhibitors News" to publish your show-related news on the website.

3. Contact Person:

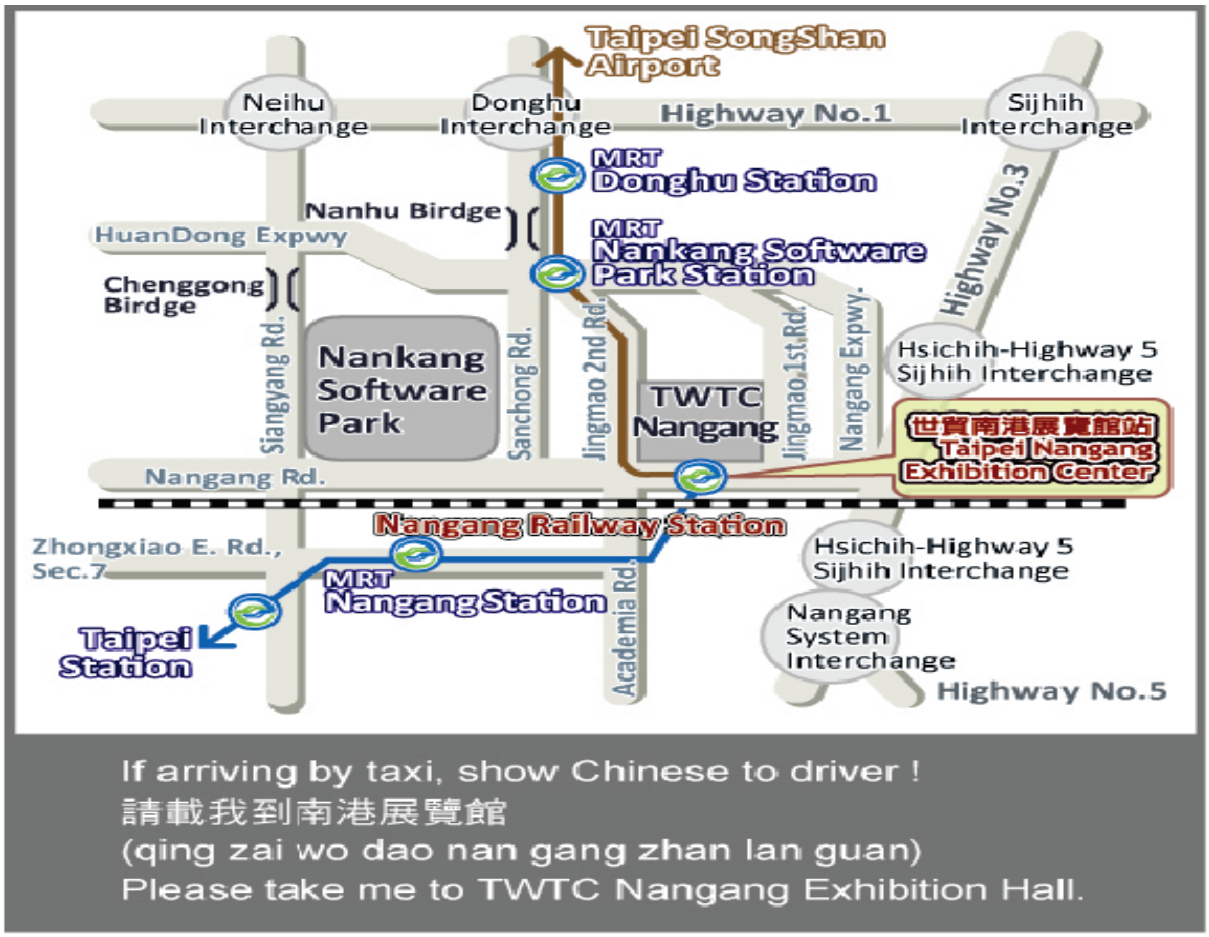
If you have any question about Free Online Promotion Services, please contact：

Ms. Jessica Cheng, Trade Net Center, TAITRA

Email：jessicacyc@taitra.org.tw

5. Transportation

■ Map of TWTC Nangang Exhibition Hall



■ By MRT:

1. Take the Brown Line (Taipei Nangang Exhibition Center Station-Taipei Zoo) and get off at Taipei Nangang Exhibition Center Station. (From Taipei SongShan Airport to Nangang Exhibition Hall, take the Brown Line, too.)
2. Take the Blue Line (Taipei Nangang Exhibition Center Station- Far Eastern Hospital -Yonging) and get off at Taipei Nangang Exhibition Center Station.

■ By Bus:

Take bus routes Blue 15, Blue22, Blue23, 205, 212, 270, 276, 306 and get off at Cheng-Zheng Junior High School stop, then walk to TWTC Nangang Exhibition Hall, which takes about 5 minutes. Or you can take bus routes 205, 212, 276, 306, 311, 605 and get off at Nangang Elementary School stop, then walk to TWTC Nangang Exhibition Hall, which takes about 3 minutes.

Parking (Parking fees are subject to change as per each parking lot.)

- **P1:TWTC Nangang / 620 Parking spaces(Underground Parking)**
- **P2:Taiwan Fertilizer C2 Parking Lot / 352 Parking spaces**
- **P3: Taiwan Fertilizer C3 Parking Lot / 768 Parking spaces**
- **P4: Taiwan Fertilizer C4 Parking Lot / 82 Parking spaces**
- **P5:R53 Temporary Public Parking Lot / 147 Parking spaces /NT$20(per hour) / 24HR**
- **P6:Xingzhong Parking Tower / 647 Parking spaces /NT$30(per hour) / 24HR**
- **P7: Word Trade Park Underground Parking Lot / 400 Parking**

➡ **Parking Lot Entrance**

From Taoyuan Int'l Airport (T.I.A) to TWTC Nangang Exhibition Hall by Shuttle Bus

(KUO-KUANG MOTOR TEANSPORT COMPNAY LTD.)

1. Bus Routing & Frequency:

(1)Routing : Nangang Exhibiton Hall→Ruiguang Rd.(Neihu) →Taoyuan Int'l Airport (T.I.A)
Frequency: 05:00~22:00 (Next bus: 20~30 Minutes)

(2)Routing: T.I.A→Ruiguang Rd.(Neihu) →Nangang Exhibiton Hall
Frequency: 06:20~23:20 (Next bus: 20~30 Minutes)

2. Fare Schedule

Ticket Type	Nangang→T.I.A	Ruiguang Rd.(Neihu)→T.I.A
Adult	NT$115	NT$95
Elder & Kids	NT$55	NT$45
Bound Trip Ticket	NT$200	NT$170

3. Service Number: 0800-010138

6. General Rules in Exhibition Hall

※Exhibiting companies and booth contractors should follow these regulations.

1. According to TAITRA's Regulations for Exhibition Booth Contractors, the contractor must fill out the registration form with related documents attached and register with the management committee of TAITRA and leave a deposit, before being permitted to work on the exhibition grounds. Taipei Nangang Exhibition Hall is managed by TAITRA Nangang Exhibiton Center (hereafter referred to as "the Center.") The Center reserves the right to deny entry into Taipei Nangang Exhibition Hall if the contractor does not complete the registration process.
2. Registration, entry/exit controls, payment /refund of deposit:

(1) Booth Contractors must register at the management department of TAITRA (The Venue Management Section) and leave a deposit. Addresses of section branches:

a. Exhibition Hall 1, Taipei World Trade Center. Tel: 2725-5200 ext. 2276 or 2213.

b. Taipei Nangang Exhibition Center. Tel:2725-5200 ext. 5532. All staff must display the exhibition service badge or wear the official uniform approved by TAITRA, or display the working badge issued by the organizer before being allowed inside the exhibition grounds.

(2) To request production and issuance of exhibition service badge, the contractor must prepare the following documents:

a. Registration form and agreement (completed with the company stamp and the stamp of the person in charge)；

b. Photocopy of Business License or Certificate of Profit-Seeking Enterprise；

c. Sight check for the deposit (NT$20,000 only payable to: Taiwan External Trade Development Council)；

d. Exhibition Service Badge Application Form (forms described in 1 and 4 may be downloaded at http://www.twtc.com.tw/ under the column for exhibition contractor services)

(3) The company must issue non-transferable check for the deposit and then pay the designated bank with the invoice issued by TAITRA. After the bank stamps the invoice, the company can then apply for the service badge. If the company wishes to stop providing service for later exhibitions, it must apply for registration canceling to the section where it registered. The deposit will be returned in full if no fines are issued and no damages are found.

(4) Each contractor involved in the decoration process - staffing firms, assemblers, carpenters, craftsmen, painters, carpeting companies, utility companies, stereo installation specialists, lighting specialists, transporters, metal workers, forklift operators, importers/exporters and

other companies must register separately from the main designing firm/decoration company.

3. Labor safety and health items for compliance:

To prevent occupational hazards and maintain labor safety, the organizer shall comply with government labor safety laws as well as "TAITRA's Pre-construction Safety & Health Declaration for Nangang Exhibition Hall"; "Rules of TAITRA for Contractor's Standard Pre-construction Work on Nangang Exhibition Hall"; "Guidelines of TAITRA on Contractor's Safety & Health Management"; "Submission of Notification Reports on Damages to Nangang Exhibition Under Contract", and "Notification of Hazardous Factors for Construction Site", and other related regulations. The abovementioned labor safety and health regulations may be downloaded from the following website: http://twtcnangang.com.tw – Exhibition Hall services and facilities – Labor Safety Management Rules.

4. Construction guidelines for exhibition booths:

(1)According to fire-precaution regulations of Nangang Exhibition Hall (Volume 4 as revised), both exhibition areas located on the ground and the fourth floors (lower exhibition ground and upper exhibition ground), which are divided into 8 districts each by walking aisles with a net width of 6.1 meters (for automobile exhibitions, the said width shall be 7.4 meters or greater.) Every district should not exceed 3,000 square meters to prevent any accidental fire from spreading. Pursuant to Article 11 of the Firefighting Act, the renovation for the exhibition area and all exhibition booths should be in compliance with the requirements for the use of materials with flame-retardant marks. These include carpets, window blinds, curtains, advertising billboards and other designated flame-retardant items. Fire prevention materials should be clearly marked with inspection labels. For the duration the contractor is on the premises it must have available documents attesting to the non-combustible or fire-preventing qualities of the materials for the reference of fire control and building control units. Any violation of these laws and regulations that results in the Center being issued a fine, or if an accident occurs for which the contractor is responsible, contractors shall be fully liable.

(2)Exhibition booths must be properly erected and decorated. The exhibition company's name and booth number should be clearly displayed in the booth.

(3)The maximum height of a booth is 2.5 meters (including exhibits and partition walls). Depending on the situation, company or product signage can be erected to a height not exceeding 4 meters from the floor. In the case of booths along the aisle, the length of their walls shall not be longer than 50% of their length along the aisle. In addition, the length of any continuous sealed wall shall not exceed 9 meters. Under special circumstances where it is necessary for exhibitors to build structures exceeding the height limit, the organizer must provide the Center's Business Development Section with a copy of the agreement with the government, Public Safety and Third-Party Liability Insurance forms, a decoration proposal, an

installation location map and other documents deemed necessary prior to 10 days before the show. They shall furthermore be required to pay an "Excess Fee" (NT$100,000 per booth). An exhibitor is required to have rented six or more booths before being permitted to build structures that exceed the maximum allowed height of 6 meters each, where booth exteriors must be set back at least 1 meter from walking aisles. Furthermore, the rear part of the wall must be decorated. If it is not possible for the booth to be set back from the aisle, the exhibitor shall be required to obtain the prior written consent of the adjacent exhibitor. The "Excess fee", which is NT$100,000 (tax included) based on 18 square meters as one unit shall be calculated based on the projected area in the design drawings. Exhibitors whose booths exceed 18 square meters will be charged accordingly by dividing the projected area in the design drawing with 18 square meters to obtain the figure before multiplying the said figure with NT$100,000. Where the booth area is less than 18 square meters, the exhibitors shall still be charged NT$100,000.

(4)Partitions, walls or signs next to aisles or between booths should be attractively designed and built only after obtaining the approval from exhibitors in neighboring booths. Otherwise, the Center will not supply electricity. Exhibitors and contractors are liable for damage to facilities and injury or death of any staff member.

(5)The construction of an enclosed area should not cover more than one-half of the rented space.

(6)Booth and exhibit decorations (including signs, flags, plants, carpets, and lights) should not be placed or be extended beyond one's own booths. Additional air conditioners may not be installed. Any exhibitor that fails to make changes as directed will have their electricity cut off by the Center.

(7)No objects should be hung from the ceilings or pipes. No posters or other promotional materials may be posted on walls or columns. Any exhibitor that fails to make changes as directed will have their decorations dismantled by the Center at the cost of the exhibitors and the decoration contractor.

(8)Exhibitors are strictly prohibited from cordoning off electrical boxes, fire fighting equipment, emergency exits and signage thereof. Decorations or exhibits may not conceal fire fighting equipment, air-quality monitors or emergency exits. Blocking passenger or freight elevators is strictly prohibited. Any exhibitor that fails to make changes as directed will have their decorations dismantled by the Center at the cost of the exhibitors and the decoration contractor.

(9)No neon, flashing, spinning, jumping and string lights (except if these are exhibition items within the booth) are allowed. Power will be cut to violating booths that fail to make changes as directed. Lights may not be turned upwards in order to prevent miscellaneous items from

falling onto light covers and starting fires.

(10)Television walls or screen walls must adhere to the following regulations so that visitors do not block aisle access to neighboring booths.

a. Walls must not exceed 2.5 meters in height. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.

b. If the wall needs to exceed 2.5 meters in height then it should not be higher than 4 meters and the front of the wall should be at least 2 meters from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.

c. The films/videos shown must fit the theme of the exhibition/event and cannot be sexually explicit or against accepted social customs and norms.

d. If the exhibitor violates any of the items listed above and refuses to make improvements, TAITRA will shut off power to the booths.

(11)Exhibitors wishing to raise balloons within one's own booths are required to apply for approval prior to 10 days before the show opens. Balloons hung without the approval of the Center will be removed, and the fee will be the responsibility of the organizer or the exhibitors. Please obtain information about the request process and the form from the organizer. Balloons are allowed inside the booths only. Each large advertising balloon will be charged NT$10,000 and cannot be over 7 meters from the ground (no charge if it's under 5 meters) and smaller decorative balloons cannot be over 4 meters from the ground. Violators will be penalized for the following violations: balloons floating up to the ceiling, balloon strings hanging on the ceiling or on the pipelines in the ceiling, or balloons left behind after move-out. Violators will be penalized NT$10,000 for each balloon and NT$10,000 for strings on the ceiling. The exhibitors will be solely liable for damages that occur because of balloons.

(12)Guideline for setting up stages and stereo equipment:

a. To install a stage or stereo equipment with output greater than 20 watts, the exhibitor must provide a design illustration (the location of the stage and speakers, and the activities and/or times that the equipment will be turned on must be clearly stated) and leave a deposit (the amount charged will depend on the guidelines for each exhibition, but on average at least NT$50,000). The exhibitor must submit a request prior to 20 days before the exhibition to the organizer. The exhibitor must submit a request in writing signed with a signature promising that all of the abovementioned guidelines will be followed.

b. The organizer must fill out and send the "Stage and Stereo Equipment Request Form with Recognizance", directory of the exhibiting companies, and booth layouts to the Venue Management Section prior to 10 days before the exhibition (a stereo play time

chart must also be submitted before the exhibition.)

c. The edge of the stage must be at least 2 meters away from the edge of the aisle. At most two speakers are allowed except where the Center has given approval. Speakers must face inward and be placed at a downward angle. The volume cannot exceed 85 decibels (calibration must be performed with the organizer before the exhibition begins). No two neighboring booths can run stage activities or play stereos at the same time.

d. The organizer must ensure that exhibitors follow the abovementioned guidelines and the Center may organize an inspection team to enforce these rules. The Center will perform checks regardless of whether the organizer cooperates. The organizer is responsible for keeping track of violating parties, fining them and making sure improvements are made.

e. There are three degrees of penalties for violations:

First Degree: If test results show that sound is louder than the limit and the violator does not correct the situation after receiving an oral warning, a ticket will be issued and the violator will be notified that the next offense will result in a fine.

Second Degree: If no improvements are made upon subsequent checks, fines will be issued: NT$1,000 for the second check, NT$4,000 for the third check, NT$10,000 for the fourth check, NT$15,000 for the fifth check, and NT$20,000 for the sixth check (the organizer is allowed to increase or decrease the amount levied on exhibitors based on its prior exhibition experience.)

Third Degree: If the violating party still refuses to cooperate after five fines, no power will be provided to the booth. Other violations committed by the decoration contractor or stereo specialists will be dealt with according to Article 8 of these Regulations Governing Booth Decorations.

f. Volume testing: A decibel meter will be used at a height of 1.2 to 1.5 meters, close to the average height of human ears, and placed 3 meters parallel from the sound source.

g. An exhibitor who uses its own wireless microphone shall be required to file its microphone frequency with the Center's Client Service Section for approval before being allowed to set up the same for use. Where the use of wireless microphone is without the Center's approval such that it interferes with or affects other meetings in the Hall, the Center can, in addition to demanding cessation of the use of the relevant equipment, levy a fine based on Third Degree.

h. If the exhibitors follow the above guidelines, the deposit will be returned in full after the exhibition.

(13) Utilities:

a. Each booth is to submit an application to the organizer for the amount of electricity and water needed. Privately accessing power without permission is prohibited, and violators will have electricity cut and their booth closed. Contractors involved in such violations will lose their registration as contractors, and in order for TAITRA to maintain public safety in each Exhibition Hall, all lighting and illumination equipment in each booth must be installed by a commissioned electrical equipment business holding a Class A or above license, and this business must complete registration with the relevant unit of TAITRA to provide and set up water and electrical facilities. Exhibitors are strictly prohibited from bringing their own equipment and installing it (with the exception of display lighting), and violators will have their electricity cut and booth closed. In the event of a threat to public safety, damage to property, or injury and loss of life, the exhibitor is fully liable.

b. In order to avoid an overload, damage to equipment, spikes in electrical power, fire or other accidents, it is forbidden to dismantle or damage exhibition facilities or to access electricity on the premises and connect it with incompatible electrical facilities. Any facilities found in violation will be automatically dismantled at the cost of the violating company or contractor and the violating booth will have its supply of electricity cut.

c. No neon, flashing, spinning, jumping and string lights (except if these are exhibition items) are allowed. Power will be cut to violating booths that fail to make changes as directed. Lights may not be turned upwards in order to prevent miscellaneous items from falling onto light covers and starting fires.

d. Cable trenches are for cable only. To prevent short circuits, fire and other accidents, pouring water into cable trenches is strictly prohibited.

e. Any contractor found in violation of the above-mentioned provisions may be fined NT$100,000 for each violation; any contractor found in violation twice during one month or three times during one year (inclusive) or more, will be prohibited from working on the premises for six months.

f. During move-in (except on the day prior to the exhibition): Compressed air and ceiling lighting will be provided during normal operating hours, for use during decoration and layout of exhibition booths. No electricity is provided. Where the renovation contractor has other power requirements they can apply to the service counter for the organizer to apply for power supply during the relevant period of time.

g. Exhibitors who request utilities (including those who require 24-hour uninterrupted utilities) should have contingency devices (such as an uninterruptible power supply) ready. TAITRA is not liable for any damages and power/water interruption caused by the Taiwan Power Company or by malfunctions of facilities in the hall.

(14) Exhibitors who desire to build a second-story booth must submit a request and pay in advance.

(15) Occupying public areas (the front gate, lobby, sidewalks around the premises, plaza, rest area, underground parking lot, loading dock, freight elevator and other areas) is strictly prohibited. Setting up stages, moving billboards, flags, or hanging advertisements, posters, flower baskets and other hanging items in these areas are strictly prohibited as well, except in cases where the organizer has applied for and obtained permission from the Center.

(16) The Nangang Exhibition Hall's lower level (lower ground) has 60 columns. Regardless of an exhibitor's intent to decorate all or part of a column within the booth area, an "Application to Reserve a Column for Beautification and Decoration" including an attached booth design (with floor space, and three-dimensional design of facilities) is to be submitted 25 days in advance of the event to exhibition organizers. Once exhibition organizers give permission, the contractor can apply to the Center 15 days prior to the event at the Nangang Exhibition Hall to obtain permits before the column may be reserved and decorated. Guidelines for Column Beautification and Decoration:

a. Column must be in juxtaposition to the wall of existing modular facilities for exhibition (wall width on the east and west side is 213cm and width on the north and south side is 235cm each; height is 250cm for all walls);

b. Additional walls on the north side of the Hall must have a hidden door (doors must exceed 70cm in width and 200cm in height or the opening may be exposed in the compartment wall); a space at least 110cm high and 60cm wide should remain to accommodate direct access to sprinkler switches, compressed air pipes control valve box; no wall or object may conceal them.

c. Additional walls on the eastern side of the Hall (facing Jingmao Road) must leave a space at least 140cm high and 110cm wide to accommodate direct access to the fire control panel, sprinkler switches, and ground fire extinguishers; no wall or object may conceal them.

d. The height of the wall around the column may not exceed 4 meters;

e. In the event the above mentioned provisions are violated, the facilities will be taken down, costs for which shall be born by the exhibitor. In the event of guideline violations that are not corrected in a timely manner, resulting in fire prevention authorities issuing a penalty, the fines and related liabilities shall be the sole responsibility of exhibitors. Violating contractors will be fined according to Hall decoration regulations.

5. Matters for attention during set-up and move-in:

(1)All contractors must have third party liability insurance. The exhibition organizer shall procure public accident insurance during the period of exhibition (including Move-in and Move-out

periods). It shall submit a photocopy of the said insurance policy not less than 5 days before Move-in to the Center's management unit for review. See Article 10 of the Hall's Rules on Lease of Exhibition Premises.

(2)Unregistered contractors should register according to the process outlined in article 2 and have exhibition hall service badges (or uniforms), or request the working badge for the exhibition from the organizer prior to 15 days before the exhibition begins. Otherwise the contractor will not be allowed to enter the grounds to carry out work. The organizer has the right to ask anyone without proper ID or uniforms to leave the premises.

(3)The organizer must supply to exhibitors working badges for contractors and staff so they will be allowed to enter the grounds. The organizer must submit 16 sample copies of the exhibition working badge to the Venue Management Section of the Center prior to three days before move-in for reference of Center security personnel.

(4)In order to ascertain the booth's exact point and the corresponding location, exhibitors are required to instruct their designers to measure the site before undertaking booth design and planning.

6. Matters for attention during construction:

(1)Control and request for entry of vehicles:

There are three areas in the ground level exhibition hall (lower ground): I, J, and K. There are a total of 60 columns inside the exhibition hall (existing walls' width on the east and west side is 213cm and width on the north and south side is 235cm each; height is 250cm for all walls). There are two to three electrical boxes on the south and west side of each column and an air valve box on the North side and a fire alarm wall unit is placed on every other column on the east. There are three areas in the upper level exhibition hall (4F): L, M, and N, with no columns inside (about 180 meters x 126 meters). All trucks must enter through the Eastern entrance of the hall (Jingmao 1st Road vehicle entrance). To get to the 4th level exhibition hall, vehicles must enter using the truck ramp (or the spiral ramp – width of 11.4 meters with a height restriction of 6 meters; vehicles shall have a maximum height of 4 meters). Sizes for cargo entrance for each area are listed below:

Area I: Height 5 meters, Width 9.9 meters	Area L: Height 4 meters, Width 11 meters
Area J: Height 4.5 meters, Width 11.6 meters	Area M: Height 8.5 meters, Width 11.9 meters
Area K: Height 5 meters, Width 10 meters	Area N: Height 4 meters, Width 10.1 meters

The maximum height of trucks allowed to enter the 1st and 4th floors is 4 meters. For the entrance of trucks over 4 meters high (with or without goods) into the premises, requests must

be submitted to the Venue Management Section of the Center (including trucks over 4.25 meters high). After obtaining permission, they can enter via the designated route at the designated time.

(2)The maximum load for the 1st floor of the exhibition hall is 5 tons / square meter, and for the 4th floor of the exhibition hall is 2 tons / square meter. No overweight, oversized vehicles or items (vehicles and items that do not fit the above guidelines) are allowed inside. Overweight and/or oversized items for exhibition or decoration must be disassembled before entry is permitted. The organizer will be responsible for any damages.

(3)Regulations on loading of vehicles entering and leaving exhibition hall: The use of vehicles with a gross weight of over 15 tons (based on the load indicated on the vehicle or vehicle license) or cranes (hoist); forklift and hoist-truck of any tonnage in the exhibition hall shall require an application to the Center by the organizer 20 days in advance by way of submission of "Application Form of Taipei Nangang Exhibition Hall for Access by Heavy Vehicles". When entering the exhibition hall, the "ground weigh form" shall be submitted for Nangang Center's approval before being allowed access during the permitted time period.

Ground floor Exhibition Hall (including entrance driveway)	
1. Vehicle load (include total weight of vehicle and goods)	(1) 20 tons for dual-axle; 43 tons for those with more than two axles; (2) Safety distance between any two vehicles is more than 6 meters.
2. Restrictions on load of forklift	(1) An individual forklift's total load should not exceed 18 tons; (2) Where 2 forklifts are handling different goods, they should maintain a distance of at least 6 meters; (3) For goods which exceed 18 tons (but in any case not exceeding 36 tons), two forklifts are allowed to work in conjunction provided that they must maintain a distance of at least 4 meters. (4) Each lifting and unloading shall not last longer than 50 minutes.

3. Restrictions on load of cranes	(1) An individual crane's total load should not exceed 27 tons; here 2 cranes are handling different goods, they should maintain a distance of at least 9 meters; (2) For cranes with a maximum load of less than 18 tons, wooden or steel board (of any specifications) must be used to pad the load support. For cranes with a maximum load of more than 18 tons, before loading sleeper should be used to pad the load support. The padding materials should not be less than 90cm (length) x 90cm (width) x 15cm (height). (3) Each lifting and unloading shall not last longer than 50 minutes.
Fourth Floor Exhibition Hall (including ramp and unloading platform)	
1. Vehicle load (include total weight of vehicle and goods)	(1) 15 tons for dual-axle; 35 tons for those with more than two axles; (2) Safety distance between any two vehicles is more than 6 meters.
2. Restrictions on load of forklift	(1) An individual forklift's total load should not exceed 8 tons; (2) Where 2 forklifts are handling different goods, they should maintain a distance of at least 6 meters; (3) For goods which exceed 8 tons (but in any case not exceeding 16 tons), two forklifts are allowed to work in conjunction provided that they must maintain a distance of at least 4 meters. (4) Each lifting and unloading shall not last longer than 50 minutes.
3. Restrictions on load of cranes	(1) An individual crane's total load should not exceed 12 tons; here 2 cranes are handling different goods, they should maintain a distance of at least 9 meters; (2) For cranes with a maximum load of less than 8 tons, wooden or steel board (of any specifications) must be used to pad the load support. For cranes with a maximum load of more than 8 tons, before loading sleeper should be used to pad the load support. The padding materials should not be less than 90cm (length) x 90cm (width) x 15cm (height). (3) Each lifting and unloading shall not last longer than 50 minutes

(4)Trench on the floor: There is a trench every 9 meters from south to north (total of 13 trenches, each trench being 30cm wide and 35cm deep) on the 1st and 4th floors. There are 8 trenches from east to west on the 1st floor of the exhibition hall, and 10 trenches from east to west on

the 4th floor of the exhibition hall. The east-west trenches are connected with the south-north trenches and are reserved for laying power lines and telecommunication cables.

(5)Drainage boxes are provided: There is one drainage box on either side of each (S - N) trench every 6 meters. Exhibitors may apply to use drainage boxes for water drainage.

(6)Three large freight elevators are on the East side of the hall. The height of the door for each is 3 meters and the width for each is 3 meters (the net height of the lift is 3.3 meters), and the depth is 7.8 meters. The maximum load for each elevator is 6 tons (no vehicles shall be driven into any cargo elevator).

(7)The organizer should implement the procedures outlined below for vehicle control in order to maintain order, safety and air quality inside the exhibition halls:

a. Passenger vehicles (sedans) are not allowed inside the exhibition hall. Vehicles driving into the surrounding area must not exceed the speed limit (10 kilometers per hour.) Compensation must be paid for any intentional or accidental damage. Engines must be turned off inside the hall.

b. Trucks carrying construction materials and exhibition goods must enter the halls according to the schedule set by the organizer. For those that do not follow the regulations, depending on the situation, the guards have the authority to deny entrance.

c. For a truck entering the exhibition halls, a temporary fee of NT$1,000 must be paid at the entrance (for mechanical or larger exhibitions higher amounts are required). 100% of the fee will be returned upon move-out within one hour. For every hour overstayed, NT$200 will be deducted (the time count begins upon entering).

d. No excavators are allowed.

7. Procedures during move-in and other matters:

(1)The utility contractor must submit a copy of the installation plan to the Nangang Exhibition Center's Technical Support Section for reference; otherwise the contractor will not be allowed to perform work on the grounds. The contractor must apply to the Center's Technical Support Section and Venue Management Section after it has received permission from the exhibition organizer, and then come in during the time between exhibitions to lay cable and perform work. If work must be performed during grounds lease periods or overtime work is needed, the contractor must also obtain permission from the organizer.

(2)Carpeting specialists must submit a copy of the installation plan to the Venue Management Section for reference; otherwise the specialists will not be allowed to work on the grounds. For exhibitions of large machinery or heavy objects, the specialists must submit a request to facility department and Technical Support Section to enter the grounds early during the time between exhibitions. The contractor can begin working after obtaining permission. If work must

be performed during grounds lease periods or overtime work is needed, the contractor must get permission from the organizer.

(3)The time for painters and craftsmen to enter depends on the progress of woodwork and system assemblage. For washing instruments used with water soluble paints, they shall go only to the washroom in each exhibition area (Those on the 1st floor are numbered: 0177-2, 0194-1, 01103; those on the 4th floor are numbered 0498 and 04106). No washing instruments can be used with oil-based paints in the Hall and paint mixing is not allowed to be conducted in the bathrooms. The contractors are responsible for disposing sticky waste such as wallpaper.

(4)Water deliveries, flower deliveries, and lunchbox vendors are not allowed inside the exhibition grounds and their vehicles are not allowed inside (those sending potted plants are allowed inside for decoration purposes).

(5)For safety reasons, aisles may not be occupied for decoration/display purposes. These things should be done inside each booth.

(6)If the decoration is chiefly made of wood, then it should be made ready outside the exhibition hall before move-in and assembly.

(7)No steel nails, spray paint, soldering and electrical saws are allowed. Any violations will result in power being cut off.

(8)Please place PVC cloth or board on the ground before painting and take care not to stain the ground.

(9)Carpeting: Carpets should not be glued directly to the floor. A 10-centimeter wide double-glued tape must be used along the edge of the carpet to stick down the carpet. Make sure all the tapes are cleaned and disposed during move-out. Those who do not clean after the exhibition will be banned from working inside the booth for six months.

(10) Disposing of the construction materials:

a. Package and construction materials, which are to be disposed of, should be removed each day and should not be placed in the aisle.

b. It is strictly prohibited to pour leftover paints into sinks and toilets. Brushes used with water soluble paints must be washed inside mop wash basins in designated bathrooms. The exhibitors and contractors will have to pay for the cleaning fee if violations occur.

c. Wastes not disposed of in time are the responsibility of with the exhibitors and contractor solely responsible for the costs. If work for the next and/or later exhibitions is interrupted, the exhibitors and contractors will be responsible for the losses.

(11) The exhibitors and decoration contractor will be responsible for any damages to the facilities, financial losses and deaths caused by improperly performed work.

(12) No alcoholic beverages, betel nut or chewing gum is allowed inside the premises. For the

sake of everyone's public image, all workers must wear proper clothing and sandals are not allowed.

(13) No decoration materials can be placed inside the space outlined by the yellow net areas inside and outside the exhibition grounds. Any violation will result in a six month ban from working inside.

(14) Safety insurance:

a. During the exhibition/event period the exhibitors should look after the items, materials, decorations, and other facilities during construction/installation and have them insured. The Center will not be responsible for any damages.

b. During the exhibition/event period (including decorations before the actual exhibition and post-dismantling), any deaths or financial loss of staff or third parties caused by improper installation, operation, maintenance or management of the facilities, items for exhibition, and others will be the responsibility of the exhibitors and the contractors and not of the Center. The exhibitors and the contractors are responsible to implement safety measures and are required to have public liability insurance beforehand.

8. Matters for attention before booth dismantling and during move-out:

(1)All items for exhibition, materials for decoration, and waste must be completely cleaned up and transported away from the exhibition grounds before the end of the move-out period and must not affect the proceeding of next and/or later exhibitions. Where there is an eventless day following the move-out period, all the items, materials and wastes may be transported off the ground during that time, with an additional lease fee charged. No excavators are allowed by the Hall inside the exhibition grounds. The organizer must consider the length of time needed for performing move-in/out work and request reasonable length of time for work.

(2)The maximum load for the floor of the exhibition ground on the 4th floor exhibition hall is 2 tons / square meter, and 5 tons / square meter on the 1st floor exhibition hall. The organizer is responsible to install bases and bearings (steel beams, boards, and ties) that reduce the concentrated contact of the weight of the vehicles and cargo with the floor to prevent damaging the floor. The organizer will be solely responsible for damages and/or injuries to the facilities and/or staff because of the operation of vehicles or the cargo they carry, or any other equipments, instruments, and others (note: items for exhibition or decoration must be dismantled before transporting inside and outside if their sizes exceed the maximum height and width of the entrances/exits. The organizer will be responsible for any damage on the facilities caused by improper handling).

9. Penalties for other violations:

Where there are violations of the regulations in this document, in addition to the above penalties and depending on the circumstances, the Center has to right to:

(1)Cut off water supply and power.

(2)Close down booths and stop the exhibition at the cost of the organizer or the exhibitor.

(3)Prohibit the organizer or the exhibitor(s) from holding or participating in the exhibition for two years.

(4)If the booth contractors violate any of the above mentioned regulations, depending on the circumstance, the Center has the right to:

a. In the case of workers smoking/chewing betel nut:

First-time offender for smoking/chewing betel nut: Issuance of warning letter with no fine imposed; the renovation contractor (or main contractor) shall be required to demand rectification by the offender. Second-time offender: Issuance of warning letter and fine of NT$500;Third-time offender: Issuance of warning letter and fine of NT$1,000. For each subsequent offense an additional amount of NT$500 shall be levied, with the said fine to be levied on the contractor which employs the offender. Where there is no direct employer, the fine shall be levied on the main contractor for the booth (where no direct fine is imposed on the offender). The above cumulative fine is with respect to a repeat offender. In the case of the same offense committed by different offenders, each offender shall be treated separately with respect to the cumulative fine.

b. Other infringements depending on their severity and the number of infringements: Issuance of a NT$2,000 to NT$5,000 fine depending on the seriousness of the violation and the number of times for the violation (fines will be deducted doubly from the deposit if the payment is post due). For each serious accident such as fire and others caused by the violation of article 3 or 5, the violator will be fined NT$20,000 per incident.

c. The Nangang Exhibition Center managing staff has the right to take photos for reference and force the work to stop and evicted off the exhibition grounds.

d. Any exhibitor refusing to rework improperly installed decorations as directed will have the decorations dismantled by the Center prior to the show at the exhibitor's own expense, and double the cost will be deducted from the deposit.

e. Depending on the seriousness of the violation, the contractor may be banned from one to two years from entering any of TAITRA's exhibition grounds.

10. The above regulations shall also apply to all other space in the Hall (including outdoor exhibition grounds).

11. All matters not covered herein shall be pursuant to any amendments announced by TAITRA.

7. Booth Construction

■ Move In ／ Move Out

The time of move in/out for each exhibitor will be as follow:

	Date / Regular working hours		Remark
Move in	June 16 (Sun.)	05:00 ~ 17:00	Vehicles are prohibited to enter to the exhibition hall at the last half hour.
	June 17 (Mon.)	08:00 ~ 17:00	
Move out	June 20(Thu.)	17:30 ~ 19:00	Hand Carry Out only
	June 21 (Fri.)	08:00 ~ 17:00	Vehicles Permitted

1. Additional hall rent will be charged to those exhibitors who can't complete move in/out within regular working hours.
2. Carrying-out exhibiting items during the exhibition period requires an approval from the organizer in advance. (Please see Form 7.)
3. During move-in, small passenger vehicles are denied entry to showground. Showground entry is restricted to cargo trucks and authorized trucks.

(1)Vehicles are allowed access to showground exclusively from Jingmao 1st Rd. cargo entrance.

(2)Vehicles can reach exhibits on upper floor via spiral access ramp. Weight loading for spiral access ramp is 2000 kg/m^2. Forty feet trucks under maximum capacity will be able to use the access ramp to reach the 4th floor. The unloading area on the 4th floor is 36.9 by 26.9 feet.

(3)Vehicles are prohibited from parking on 3m lanes within the showground. Vehicles are permitted to park on 6m lanes or outside the showground to unload their cargo to have cargo carted into showground.

(4)One vehicle per exhibitor is allowed into the showground at a time. In order for a truck to enter the exhibition halls, a temporary deposit of NT$1,000 must be paid at the entrance. The entire deposit will be returned upon move-out within one hour. NT$200/hr will be deducted from the deposit for overstaying beyond the hour allotted.

(5)No excavators are allowed.

4. The Maximum height clearance for trucks is 4 meters. For entry of trucks over 4 meters high (with or without goods) into the premises, requests must be submitted to the Management Section of TAITRA (including trucks over 4.25 meters in height), and after receiving permission, they can enter via the designated route at designated times. (Please ask the organizer for a Chinese application form)

Sizes for cargo entrance for each area are listed below:

Area I: Height 5 meters, Width 9.9 meters	Area L: Height 4 meters, Width 11 meters
Area J: Height 4.5 meters, Width 11.6 meters	Area M: Height 8.5 meters, Width 11.9 meters
Area K: Height 5 meters, Width 10 meters	Area N: Height 4 meters, Width 10.1 meters

5. For safety precautions, a written request must be submitted before May 23, 2013 to allow trucks with a total weight of 20 tons (based on what is labeled on the vehicle or the driver's license), or large cranes (15 tons and above) or tow trucks to enter.

■ Exhibitor's Admission

Date	Exhibitors Admission	Exhibition Opening Hours
June 18(Tue.)	08:00	10:00~ 17:30
June 19(Wed.)	09:00	10:00 ~ 17:30
June 20 (Thu.)	09:00	10:00 ~ 17:30

1. Exhibitors are allowed to enter to prepare stand booth at 8:00 on the first exhibit day, and gain access 1 hour before exhibition opening and 1/2 hour (30 minutes) after exhibition closure each day in order to service their stand. For exhibitors who wish to extend the hours, please contact the show management office.
2. Exhibitor Badges should be registered on-line before May 16. All exhibitors must check in at the Service Center on arrival at the exhibition site to collect their Exhibitor Badges. Exhibitors are entitled to 5 Exhibitors' Badges for every 9 sqm space. The Exhibitors' Badges are valid during the build-up, tear-down and exhibition period. All exhibitors must wear the badges at all times during the build-up, tear-down and exhibition period.

■ Electricity and Water/ Drainage Requirements

1. Each booth is supplied with 110 Volts 500 watts of power free of charge during show ours.
2. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply in the name of the exhibitor and use Form 6.
3. During Move-in day, electricity will be provided from 5 am to 5 pm on June 16 and 8am to 5pm on June 17.
4. Electricity will be provided during show hours from 10 am to 5:30 pm.

■ Free WLAN Service

1. This free service only allows users to receive and dispatch e-mails. If you need to download massive amounts of data, we suggest that you use other solutions like ADSL. (Use Form 2)
2. Note that this free service, does not provide flow control and is NOT usually recommended for audio or video streaming or large downloads. Repeat if you can not get on-line.
3. We can not be responsible for loss of business or other difficulties due to delay or poor quality of this free service.
4. Use of this service is free but please take measures to secure the security and privacy of your data.Hot spot: Lower exhibition hall, upper exhibition hall and public areas on 3rd, 5th and 6th floor.

■ Telephone

US$150／per line／local calls only
US$250／per line／international calls
US$200／per local line with ADSL
US$300／per international line with ADSL

1. Including installation, excess bill and broken/missing phone set will be separately charged.
2. ADSL can offer upload 512K, download 2M, with telephone set and cable.
3. Please see Form 2.

■ Floor Plan of Ground Level

8. ADDITIONAL SERVICES

- Logo Usage
- Security And Liability
- Cleaning
- Hotel Accommodations
- Freight Forwarder
- Decoration, Forklift & Forwarder List
- Showground Facilities & Services
- Exhibitor Seminar

■ **Logo Usage:**

Exhibitors are encouraged to promote their participation at Display Taiwan 2013, by utilizing the logo and banners on their own websites and in their printed materials. Please access show website at http://www.displaytaiwan.com and click into Media to find a downloadable folder containing logo and banners for print and web usages.

240x60 pixel	
945x130 pixel	

■ **Security and Liability:**

24-hour guard service will be provided in the exhibition area for protection against fire and other catastrophes. Every reasonable effort will be made to prevent loss. However, final responsibility is with the exhibitor who should arrange for insurance coverage which takes into account the full value of exhibit. PIDA doesn't accept any responsibility for losses. We recommend exhibitors remove small, easily portable items from the exhibition area any time the exhibition area is officially closed.

■ **Cleaning:**

Aisle will be cleaned daily free of charge. A final cleaning of the exhibition area will take place prior to opening. No further stand construction will be permitted after June 18, 17:00 p.m. Any exhibitor requiring the disposal of broken glass or shape objects must inform the cleaners immediately.

■ **Hotel Accommodation:**

Please refer to the reservation form at the back of this manual. As hotel accommodation is at a premium over this period, it is advisable to book early. (Please see Form 3.)

■ **Freight Forwarder:**

Two freight forwarders are also offered for your choice, please refer to Part 4.

1. Triumph Trans-Link Logistics Co., Ltd.
2. Rogers Worldwide Taiwan Ltd.

■ Decoration, Forklift & Forwarder List for Reference:

In addition to the official stand contractor –TARGET EXHIBITION DESIGN & ONSTRUCTION, the organizer offers a list with more decorating companies for your reference.

Company	Contact & E-mail	TEL	FAX
Decorate			
Cityneon Displays (Taiwan) Co., Ltd.	Mr. Simon Huang simon@ cityneon.com.tw Ms. Yummi Chen yummi@cityneon.com.tw	(02)2742-2668 Ext.231、225	(02)2742-2669
Hwalin Design Co., Ltd.	Ms. Yvonne Chen Yvonne @hwalin.com.tw	(02)2706-2448 Ext.603	(02)2709-1495
NIROExpo INT'L LTD.	Ms. Joyce Lu joyce@niroexpo.com	(02)2663-1000 Ext.231	(02)2663-4100
O'Ya Intergrated Marketing Solution	Ms. Mandy Lu mandy@o-ya-design.com	(02)2655-2777 Ext.139	(02)2655-2999
Shan Bang Design	Ms. Sophia Chen sophia.s2232@msa.hinet.net	(02)2725-3655	(02)2723-3755
Sungo Co., Ltd.	Ms. Iris Yang iris@mysungo.com	(02)2789-1565	(02)2789-2565
Target Exhibition Design & Construction	Mr. Luke Chen luke@target79.com.tw	(02)2733-3123 Ext.220	(02)2733-3988
Uniplan Taiwan Corp.	Ms. Ivy Chuang iv-chuang@uniplan.com.tw	(02)2722-7777 Ext.18	(02)2729-3455
Forklift			
Sunrise Forklift Co., Ltd.	Mr. Hu	(02)2505-4216	(02)2503-6091
Yui Chen Forklift Enterprise Co., Ltd.	Mr. Chien yichen458@yahoo.com.tw	(02)8521-0088 (02)8521-6666	(02)8521-0089
Forwarder			
Rogers Worldwide Taiwan Ltd.	Mr. Henry Lee rerogers@ms27.hinet.net	(02)8772-7586 Ext. 211	(02)8772-7587
Triumph Translink Logistics Co., Ltd.	Ms. Frances Lin frances@trans-link.com.tw Mr. Scott Chen scott@trans-link.com.tw	(02)2581-1133 Ext.101 (02)2758-7589	(02)2581-9635 (02)2758-7645

Official contractor appointed by organizer for Package Booth construction:
TARGET EXHIBITION DESIGN & CONSTRUCTION (For more details, please see Part 3.)

■ Showground Facilities & Services:

Café/Buffet/Restaurant	Third Floor
Luggage Storage	Ground Floor , Room 145
Conference Rooms	4th & 5th Floor
Convenience Store	Ground Floor
Currency Exchanges	Ground Floor , Room 145
Express Courier/ Forwarders	Ground Floor , Information center
Fast Food/ Snack Bars	Ground & 4th Floor , east
First Aid	Ground & 4th Floor, southwest
Parking Area	Basement 1

《 2013 Exhibitor Seminar》

This is an excellent opportunity for exhibiting companies to present and promote their latest technology & products. Exhibitors are privileged to book the lecture session before April 3, 2013. (Note: The application will be closed when all sessions are fully booked.) Afterwards any available session will be open to non-exhibitors. Applicant should submit application form to book lecture session ASAP and offer lecture topic with outline to PIDA by April 3, 2013. All lecture topics and company names will be printed on event programs.

- **Organizers: PIDA, SEMI, TAITRA, TCA（Website: http://www.displaytaiwan.com）**
- **Date:June 18, 2013**
- **Venue:Room 404 (Capacity:70 persons), TWTC Nangang Exhibition Hall**
- **Fee: Special Rate**

  Option 1:USD400 per session/lecture (30 minutes)

  Option 2:USD600 per session/lecture (30 minutes) + 1/4 Page AD of Show Daily

- **Time Table: ■ Reserved □ Available**

Session	1	2	3	4	5	6
6/18 (Tue.)	□ 13:00~13:30	□ 13:40~14:10	□ 14:20~14:50	□ 15:00~15:30	□ 15:40~16:10	□ 16:20~16:50

- **Equipment Supported: Stage, LCD Projector, Screen, Microphone**
- **Contact:**

Photonics Industry & Technology Development Association (PIDA)
Ms. Scarlett Wu, E-mail : scarlett@mail.pida.org.tw
Tel : 886-2-23514026 ext.853 Fax : 886-2-23968513
Office Address: 5 Fl. No. 9, Sec. 2, Roosevelt Rd., Taipei 100, Taiwan

- **Payment:**

Please remit payment in US dollars by bank transfer before March 15,2013	
Bank :	Mega Int'l Commercial Bank Co., Ltd., South Taipei Branch (SWIFT: ICBCTWTP 030)
Name :	Photonics Industry & Technology Development Association
Account :	030-10-04993-7

For available time sessions and application, please contact the organizer.

2013 Exhibitor Seminar
《Application Form》

Please fill out and return this form to PIDA by e-mail before April 3, 2013.

Company Name						
Office Address						
Contact Person			**Title**			
Telephone No.			**Fax**			
E-mail Address						
Lecture Time 6/18(Tue.)	**1**	**2**	**3**	**4**	**5**	**6**
	☐ **13:00~13:30**	☐ **13:40~14:10**	☐ **14:20~14:50**	☐ **15:00~15:30**	☐ **15:40~16:10**	☐ **16:20~16:50**

Fee: Special Rate	☐	**Option 1:USD400 per session/lecture (30 minutes)**
	☐	**Option 2:USD600 per session/lecture (30 minutes) + 1/4 Page AD of Show Daily**
Total Lectures	**How many sessions are required:**	
Speaker's Name		
Speaker's Title		
Lecture Topic		
Outline		

1. **Exhibitors are privileged to book the lecture session before April 3, 2013.**
2. **The application will be closed when all sessions are fully booked.**
3. **The above lecture topic and company name will be printed on event programs. Applicant must fill out this form and e-mail to PIDA - Ms. Scarlett Wu scarlett@mail.pida.org.tw before April 3, 2013.**